

SERIAL 05007 RFP

**INMATE EMPLOYMENT SKILLS BUILDING EDUCATIONAL
SERVICES – MCSO (NIGP 95221)**

DATE OF LAST REVISION: July 21, 2005 CONTRACT END DATE: August 31, 2009

CONTRACT PERIOD THROUGH AUGUST 31, 2009

TO: All Departments

FROM: Department of Materials Management

SUBJECT: Contract for **INMATE EMPLOYMENT SKILLS BUILDING EDUCATIONAL
SERVICES – MCSO (NIGP 95221)**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **July 21, 2005 (eff. 08/10/05)**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

Wes Baysinger, Director
Materials Management

SF/mm
Attach

Copy to: Clerk of the Board
Amie Bristol, MCSO
Mirheta Muslic, Materials Management

(Please remove Serial 99231-RFP from your contract notebooks)



DRAFT CONTRACT CONTRACT PURSUANT TO RFP

SERIAL 05007 - RFP

This Contract is entered into this 10th day of August, 2005 by and between Maricopa County ("County"), a political subdivision of the State of Arizona, and Sage Counseling, Inc., an Arizona corporation ("Contractor") for the purchase of Inmate Skills Building Educational Services.

1.0 TERM

- 1.1 This Contract is for a term of four (4) years, beginning on the 10th day of August, 2005 and ending the 31st day of August, 2009.
- 1.2 The County may, at its option and with the agreement of the Contractor, extend the period of this Contract for additional one (1) year terms up to a maximum of two (2) additional terms. The County shall notify the Contractor in writing of its intent to extend the Contract period at least thirty (30) calendar days prior to the expiration of the original contract period, or any additional term thereafter.

2.0 PAYMENT

- 2.1 As consideration for performance of the duties described herein, County shall pay Contractor the sum stated in Final Pricing, attached hereto and incorporated herein as Exhibit "A." Payment shall be made as set forth in the RFP and or the Best and Final Offer.
- 2.2 Payment under this Contract shall be made in the manner provided by law. Invoices shall be prepared and submitted in accordance with the instructions provided on the purchase order. Invoices shall contain the following information: purchase order number, item numbers, description of supplies and/or services, sizes quantities, unit prices, and extended totals and applicable sales/use tax. The County is not subject to excise tax.

3.0 DUTIES

- 3.1 The Contractor shall perform all duties stated in the Agreed Scope of Work, attached hereto and incorporated herein as Exhibit "B."
- 3.2 Contractor shall perform services at the location(s) and time(s) stated in Exhibit "B," or in the purchase order requesting such services.
- 3.3 During the Contract term, County shall provide Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its contractual obligations.

4.0 TERMS & CONDITIONS

4.1 INDEMNIFICATION AND INSURANCE:

4.1.1 INDEMNIFICATION

4.1.2 Indemnification.

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees and costs, relating to this Contract.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

4.1.3 Abrogation of Arizona Revised Statutes Section 34-226:

In the event that A.R.S. § 34-226 shall be repealed or held unconstitutional or otherwise invalid by a court of competent jurisdiction, then to the fullest extent permitted by law, **CONTRACTOR** shall defend, indemnify and hold harmless **COUNTY**, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or resulting from **CONTRACTOR'S** work or services. **CONTRACTOR'S** duty to defend, indemnify and hold harmless, **COUNTY**, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, injury to, impairment or destruction of property including loss of use resulting therefrom, caused in whole or in part by any act or omission of **CONTRACTOR**, anyone **CONTRACTOR** directly or indirectly employs or anyone for whose acts **CONTRACTOR** may be liable, regardless of whether it is caused in part by a party indemnified hereunder, including **COUNTY**.

The scope of this indemnification does not extend to the sole negligence of **COUNTY**.

4.1.4 Insurance Requirements.

CONTRACTOR, at **CONTRACTOR'S** own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++6. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of **COUNTY**. The form of any insurance policies and forms must be acceptable to **COUNTY**.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of **COUNTY**, constitute a material breach of this Contract.

CONTRACTOR'S insurance shall be primary insurance as respects **COUNTY**, and any insurance or self-insurance maintained by **COUNTY** shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect **COUNTY**.

The insurance policies may provide coverage, which contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with

respect to the coverage provided to **COUNTY** under such policies. **CONTRACTOR** shall be solely responsible for the deductible and/or self-insured retention and **COUNTY**, at its option, may require **CONTRACTOR** to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

COUNTY reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. **COUNTY** shall not be obligated, however, to review such policies and/or endorsements or to advise **CONTRACTOR** of any deficiencies in such policies and endorsements, and such receipt shall not relieve **CONTRACTOR** from, or be deemed a waiver of **COUNTY'S** right to insist on strict fulfillment of **CONTRACTOR'S** obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, shall name **COUNTY**, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against **COUNTY**, its agents, representatives, officers, directors, officials and employees for any claims arising out of **CONTRACTOR'S** work or service.

4.1.4.1 Commercial General Liability. **CONTRACTOR** shall maintain Commercial General Liability Insurance (CGL) and, if necessary, Commercial Umbrella Insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00 01 10 93 or any replacements thereof. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

The policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision which would serve to limit third party action over claims.

The CGL and the commercial umbrella coverage, if any, additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form CG 20 10 10 01, and shall include coverage for **CONTRACTOR'S** operations and products.

4.1.4.2 Automobile Liability. **CONTRACTOR** shall maintain Automobile Liability Insurance and, if necessary, Commercial Umbrella Insurance with a combined single limit for bodily injury and property damage of no less than \$1,000,000, each occurrence, with respect to **CONTRACTOR'S** vehicles (including owned, hired, non-owned), assigned to or used in the performance of this Contract. If hazardous substances, materials, or wastes are to be transported, MCS 90 endorsement shall be included and \$5,000,000 per accident limits for bodily injury and property damage shall apply.

4.1.4.3 Workers' Compensation. **CONTRACTOR** shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of **CONTRACTOR'S** employees engaged in the performance of the work or services, as well as Employer's Liability insurance of not less than

\$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

CONTRACTOR waives all rights against **COUNTY** and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by **CONTRACTOR** pursuant to this agreement.

In case any work is subcontracted, **CONTRACTOR** will require the Subcontractor to provide Workers' Compensation and Employer's Liability insurance to at least the same extent as required of **CONTRACTOR**.

4.1.5 Certificates of Insurance.

4.1.5.1 Prior to commencing work or services under this Contract, Contractor shall furnish the County with certificates of insurance, or formal endorsements as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall identify this contract number and title.

4.1.5.2 Prior to commencing work or services under this Contract, Contractor shall have insurance in effect as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall be made available to the County upon 48 hours notice. **BY SIGNING THE AGREEMENT PAGE THE CONTRACTOR AGREES TO THIS REQUIREMENT AND FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN CANCELLATION OF CONTRACT.**

In the event any insurance policy(ies) required by this contract is(are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of **CONTRACTOR'S** work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to **COUNTY** fifteen (15) days prior to the expiration date.

4.1.5.3 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

4.2 PROCUREMENT CARD ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize the Bank of America MasterCard Procurement Card, or other procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract.

4.3 INTERNET ORDERING CAPABILITY:

It is the intent of Maricopa County at its option to utilize the Internet to place orders under this Contract.

4.4 NOTICES:

All notices given pursuant to the terms of this Contract shall be addressed to:

For County:

Maricopa County
Department of Materials Management
Attn: Director of Purchasing
320 West Lincoln Street
Phoenix, Arizona

For Contractor:

Sage Counseling, Inc.
Attn: Stephen Grams
303 N. Centennial Way, Suite 250
Mesa, Arizona 85201

4.5 REQUIREMENTS CONTRACT:

Contractor signifies its understanding and agreement by signing this document, that this Contract is a requirements contract. This Contract does not guarantee any purchases will be made. Orders will only be placed when County identifies a need and issues a purchase order.

Contractor shall take no action under this Contract unless specifically requested by County, which shall submit a written purchase order to Contractor requesting that work be performed or product be delivered.

County reserves the right to cancel purchase orders within a reasonable period of time after issuance. Should a purchase order be canceled, the County agrees to reimburse the Contractor for actual and documented costs incurred by the Contractor pursuant to the purchase order. The County will not reimburse the Contractor for any costs incurred after receipt of cancellation, or for lost profits, or shipment of product or performance of services prior to issuance of a purchase order.

Contractor agrees to accept verbal cancellation of purchase orders.

4.6 ESCALATION:

Any requests for reasonable price adjustments must be submitted thirty (30) days prior to the Contract expiration date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted price terms, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the Producer Price Index or by performing a market survey.

4.7 TERMINATION:

County may unconditionally terminate this Contract for convenience by providing thirty (30) calendar days advance notice to the Contractor.

County may terminate this Contract if Contractor fails to pay any charge when due or fails to perform or observe any other material term or condition of the Contract, and such failure continues for more than ten (10) days after receipt of written notice of such failure from County, or if Contractor becomes insolvent or generally fails to pay its debts as they mature.

4.8 STATUTORY RIGHT OF CANCELLATION FOR CONFLICT OF INTEREST:

Notice is given that pursuant to A.R.S. § 38-511 the County may cancel this Contract without penalty or further obligation within three years after execution of the contract, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County is at any time while the Contract or any extension of the Contract is in effect, an employee or agent of any other party to the Contract in any capacity or consultant to any other party of the Contract with respect to the subject matter of the Contract. Additionally, pursuant to A.R.S § 38-511 the County may recoup any fee or commission paid or due to any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the County from any other party to the contract arising as the result of the Contract.

4.9 OFFSET FOR DAMAGES;

In addition to all other remedies at law or equity, the County may offset from any money due to the Contractor any amounts Contractor owes to the County for damages resulting from breach or deficiencies in performance under this contract.

4.10 ADDITIONS/DELETIONS OF SERVICE:

The County reserves the right to add and/or delete products and/or services provided under this Contract. If a requirement is deleted, payment to the Contractor will be reduced proportionately to the amount of service reduced in accordance with the proposal price. If additional services and/or products are required from this Contract, prices for such additions will be negotiated between the Contractor and the County.

4.11 SUBCONTRACTING:

The Contractor may not assign this Contract or subcontract to another party for performance of the terms and conditions hereof without the written consent of the County, which shall not be unreasonably withheld. All correspondence authorizing subcontracting must reference the Proposal Serial Number and identify the job project.

4.12 AMENDMENTS:

All amendments to this Contract must be in writing and signed by both parties.

4.13 RETENTION OF RECORDS:

The Contractor agrees to retain all financial books, records, and other documents relevant to this Contract for five (5) years after final payment or until after the resolution of any audit questions which could be more than five (5) years, whichever is longer. The County, Federal or State auditors and any other persons duly authorized by the Department shall have full access to, and the right to examine, copy and make use of, any and all said materials.

If the Contractor's books, records and other documents relevant to this Contract are not sufficient to support and document that requested services were provided, the Contractor shall reimburse Maricopa County for the services not so adequately supported and documented.

4.14 AUDIT DISALLOWANCES:

If at any time County determines that a cost for which payment has been made is a disallowed cost, such as overpayment, County shall notify the Contractor in writing of the disallowance. County shall also state the means of correction, which may be but shall not be limited to adjustment of any future claim submitted by the Contractor by the amount of the disallowance, or to require repayment of the disallowed amount by the Contractor.

4.15 VALIDITY:

The invalidity, in whole or in part, of any provision of the Contract shall not void or affect the validity of any other provision of this Contract.

4.16 RIGHTS IN DATA:

The County shall have the use of data and reports resulting from this Contract without additional cost or other restriction except as provided by law. Each party shall supply to the other party, upon request, any available information that is relevant to this Contract and to the performance hereunder.

4.17 INTEGRATION

This Contract represents the entire and integrated agreement between the parties and supersedes all prior negotiations, proposals, communications, understandings, representations, or agreements, whether oral or written, express or implied.

IN WITNESS WHEREOF, this Contract is executed on the date set forth above.

CONTRACTOR

AUTHORIZED SIGNATURE

PRINTED NAME AND TITLE

ADDRESS

DATE

MARICOPA COUNTY

BY: _____
DIRECTOR, MATERIALS MANAGEMENT

DATE

BY: _____
CHAIRMAN, BOARD OF SUPERVISORS

DATE

ATTESTED:

CLERK OF THE BOARD

DATE

APPROVED AS TO FORM:

MARICOPA COUNTY ATTORNEY

DATE

EXHIBIT A

SERIAL 05007-RFP

PRICING SHEET S083204 B0604593 (NIGP 95221)

BIDDER NAME: SAGE Counseling , Inc.
 F.I.D./VENDOR #: #86-1013435 W000001970 X
 BIDDER ADDRESS: 303 N. Centennial Way Suite 250, Mesa, AZ 85201
 P.O. ADDRESS:
 BIDDER PHONE #: (480) 649-3352
 BIDDER FAX #: (480) 649-3358
 COMPANY WEB SITE: www.sagecounseling.net
 COMPANY CONTACT (REP): Stephen Grams
 E-MAIL ADDRESS (REP): info@sagecounseling.net

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: **X** YES ____ NO

ACCEPT PROCUREMENT CARD: ____ YES **X** NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: ____ YES **X** NO ____ %
 REBATE (Payment shall be made within 48 hrs utilizing the Purchasing Card)

OTHER GOV'T AGENCIES MAY USE THIS CONTRACT: ____ YES **X** NO **X** YES ____ NO

PAYMENT TERMS: BIDDER IS REQUIRED TO SELECT ONE OF THE FOLLOWING.
 TERMS WILL BE CONSIDERED IN DETERMINING LOW BID.
 FAILURE TO CHOOSE A TERM WILL RESULT IN A DEFAULT TO NET 30.
 BIDDER MUST INITIAL THE SELECTION BELOW.

NET 10	_____
NET 15	_____
NET 20	_____
NET 30	<u>X</u> _____
NET 45	_____
NET 60	_____
NET 90	_____
2% 10 DAYS NET 30	_____
1% 10 DAYS NET 30	_____
2% 30 DAYS NET 31	_____
1% 30 DAYS NET 31	_____
5% 30 DAYS NET 31	_____

INDICATE PERCENTAGE OF M/WBE PARTICIPATION IF ANY HERE: 0 %

PLEASE INDICATE HOW YOU HEARD ABOUT THIS SOLICITATION:

____ NEWSPAPER ADVERTISEMENT _____
 ____ MARICOPA COUNTY WEB SITE _____
X PRE-SOLICITATION NOTICE _____
 ____ OTHER (PLEASE SPECIFY) _____

1.0 PRICING:

<u>ITEM DESCRIPTION</u>	<u>FEE/RATE PER SESSION</u>
Group rate/fee, per session, as defined herein and in accordance with your proposal. Proposers/respondents are reminded that group preparation, supplementary counseling, and documentation time are integral to the group rate/fee offered.	\$150.00

PROPOSERS/RESPONDENTS ARE REMINDED THAT FEES EXCEEDING \$150.00 PER GROUP WILL NOT BE CONSIDERED FOR AWARD.

EXHIBIT B **SCOPE OF WORK**

2.1 Employment Skills Building Group Qualifications: 2.1.1 through

2.1.5; The *SAGE Counseling's* facilitators that would provide direct services under this contract will possess a bachelor's degree in a human services field or receive clinical supervision from a Ph.D. or Masters level supervisor. Our counselors will also be state licensed or eligible for licensure, have a minimum of one year or 1000 hours experience in education or counseling for adults and adolescents, and be experienced in delivering employment related programming to criminal offenders in a secure facility.

Copies of resumes, college diplomas, and professional certifications/licenses for *SAGE's* management staff and the counselors that would provide clinical services are included in section 3.12.6 Other Data: Tab #6. *SAGE Counseling* is licensed by the Arizona Department of Health Services, Office of Behavioral Health Licensing, as an Outpatient Clinic: BH-2139. (Please see Other Data, Tab #6 for a copy of our license.)

SAGE currently provides cognitive-behaviorally based programming for MCSO for various inmate populations. We have several counselors on staff who have extensive training and experience in providing counseling for criminal offenders (both in incarcerated settings and in the community); this is the primary focus and work of our agency.

We have held the Drug Treatment & Education Fund, Substance Abuse Treatment Contract with MCAPD (Proposition 200) for over six years, and each year several of our clinical staff have participated in training sessions that were provided by the Probation Department for those services. In addition, we have held several in-service trainings for our staff covering various topics related to clinical intervention with criminal offenders.

2.2 Credentials Verification: 2.2.1 through 2.2.5; We have included resumes, college diplomas, and copies of professional licenses for our management staff and for the personnel that would be providing direct services in section 3.12.6 Other Data. Please also see section 3.12.5 Qualifications, Tab #5, for a spreadsheet of those staff members.

As we have done in the past, we agree to comply fully with all of the requirements regarding background checks and security clearances as outlined in these sections, including submitting background check release forms, attending MCSO's security classes, and notifying MCSO of all material changes in personnel or program content.

Our counselors are highly professional and have extensive knowledge of cognitive-behavioral theory, motivational interviewing, social learning theory, and forensic treatment issues. They also have experience and training in working with various client populations, cultures, ethnicities, and backgrounds (especially those in the criminal justice system.)

2.3 Parameters: 2.3.1 through 2.3.4; We agree to provide employment skill building services for all three (3) specific client groups that may be referred by the MCSO Division staff: juvenile males; adult females, and adult males. We will also provide these, and related, services to other inmate populations, such as juvenile females or adult special-education inmates, if requested. *SAGE* currently provides counseling for MCSO with all of these inmate groups.

We will facilitate this program in five (5), two (2)-hour minimum group sessions per week for four (4) consecutive weeks, or in whatever alternative structure best serves MCSO Division staff's needs. Our program will utilize structured curricula which includes both a facilitator's guide and client material that includes pre- and post-testing. We will provide gender-specific and Spanish-speaking services, as requested. *SAGE* currently provides both gender-specific and Spanish language counseling for criminal offenders in both incarcerated and out-patient settings.

2.4 Services: 2.4.1.1 through 2.4.1.4; In providing these services, we will establish a strong learning environment that provides the approach and interventions described in these sections of the RFP. At *SAGE*, we have long been utilizing Best Practice approaches for counseling criminal justice clients in order to achieve these treatment goals.

In teaching concepts and skills related to acquiring and maintaining employment, we will present realistic goals that allow clients to objectively contrast their past and current behavior and attitudes with more pro-social choices that will better serve them and their community. In addition to challenging their current thinking and behavior, we will present strategies that offer realistic opportunities for change. Assisting them in having successes in reaching their short-term goals builds their motivation for treatment and enhances their self-efficacy.

Developing clients' discrepancy, managing their ambivalence, and supporting self-efficacy are key components of the Motivational Interviewing approach that we employ regularly with our criminal offending clients. These are essential aspects of developing an effective therapeutic connection that fosters personal accountability, a commitment to change, and the clients' integration of new concepts and skills.

Rather than trying to coerce or intimidate clients to change, we strive to motivate them to want to change themselves. Our effort is to meet defendants where they are in the Stages of Change continuum (precontemplation; contemplation; preparation; action; and maintenance), work collaboratively with them to identify personal barriers, increase their ambivalence about their resistance and past lifestyle, improve their self-efficacy, challenge them (supportively) with viable, alternative goals, and move them toward greater "readiness for change" and prosocial lifestyles. We employ Miller's five basic principles: *express empathy*; *develop discrepancy*; *avoid argumentation*; *roll with resistance*; and *support self-efficacy*, which allows us to maintain that critical balance between accountability and collaboration.

2.4 Services: 2.4.2 through 2.4.6; We will create a learning environment with multiple teaching modalities and exercises that correlate with clients' various learning styles.

In all our programming and services, our overall goals include teaching clients key skills in order to reduce criminal thinking, criminal behavior (including substance abuse and domestic violence), and recidivism. These skills include anger management, assertiveness, stress management, empathy, taking responsibility, effective communication, relationship enhancement, problem solving, decision-making, using positive self-talk, and various skills for avoiding substance use. As part of the counseling, we periodically reassess the clients' amenability to the treatment process and making positive changes.

Our treatment is designed to encourage and assist clients to replace maladaptive behavior with more adaptive, pro-social thinking and behavior. This occurs most quickly when clients are able to:

- Experience ambivalence about their past problematic behavior;
- Increase awareness and acceptance of the long-term risks and negative consequences of continuing their past coping strategies and behaviors;
- Increase their self-awareness about the linkages between their thinking, feeling, and behavior;
- Learn about their own automatic thinking, thinking errors, permissions-giving attitudes, and other maladaptive beliefs;
- Improve their understanding of their personal barriers to change;
- Improve their understanding of the process and principles of change;
- Receive concrete information and instruction about skills and techniques for making such changes; and
- Practice alternative, effective coping behaviors in a supportive, prosocial environment that holds them accountable and rewards honest, responsible choices.

Studies of vocational patterns of released offenders have shown that job acquisition is generally not as problematic as job retention. That is, motivated offenders generally seem to have good success in obtaining employment, especially in strong labor markets such as we currently have in Maricopa County. Unfortunately, they often have significantly less success in keeping jobs for an extended period of time and advancing into better positions. The reasons for losing jobs (voluntarily or otherwise) have been found to usually be due to factors other than lack of job-specific skills, for example, conflicts with colleagues or supervisors, or ignoring company rules.

Consequently, if awarded this contract, our program will emphasize having a positive attitude about work, as well as the life-management and interpersonal skills necessary for thriving in the job environment, such as developing a strong personal work ethic, clear and realistic career goals, positive life skills, and making responsible choices. .

We will prepare discharge summaries that provide recommendations for continuing care for whoever referred a specific client for crisis counseling.

SAGE's programming emphasizes having clients take personal responsibility for changing their destructive and antisocial behavior through identifying the attitudinal, physical, psychological, and intellectual factors that contribute to their criminal thinking and resistance to change. Clients' self-determination, empowerment, personal choice, and growing self-efficacy are always emphasized in our clinical and educational interventions.

Effective counseling with criminal offenders must find ways to maintain the delicate balance between holding them accountable and challenging them about their problematic attitudes and destructive behavior, on the one hand, and engaging them collaboratively to promote them making positive changes, on the other hand. Part of this process is to avoid power struggles that almost inevitably result from a stance of aggressively "confronting the client's denial."

Our programming has the underlying goal of evoking and fostering clients' ambivalence about their problematic

Realizing that a client's readiness to change is a dynamic condition, we join-with, and respectfully but firmly challenge their current problematic beliefs and assumptions.

behavior in order to identify and overcome barriers to change. We provoke thinking about the discrepancies between a) where they wanted their lives to go and where they currently find themselves, and b) between where they want their lives to go in the future and where their current lifestyle seems to be taking them.

We acknowledge that clients may be mandated to treatment. We will work closely with MCSO Custody Support Division personnel to ensure that our programming is aligned with, and supportive of, their overall goals.

2.5 Administrative Services: 2.5.1 through 2.5.4; **SAGE** will provide MCSO staff with the following requested material:

1. accurate attendance records with notification of any absences or services refusals the day after each scheduled group;
2. monthly progress reports (within 5 working days of the completion of the report period) that document client attendance, homework completion, attitude, general progress in treatment, and treatment recommendations;
3. statistical reports as defined by MCSO personnel, and the results of our pre- and post-tests;

MCSO staff will be notified immediately if any client does not adequately participate or is inappropriate in counseling groups.

SAGE agrees to notify MCSO staff prior to discharging any client from treatment, except for situations in which the client's behavior jeopardizes the safety or well being of the client or anyone else. If a client is terminated from one of our programs, we will submit a written report to the appropriate MCSO personnel with 24 hours of the dismissal.

2.6 Administrative Information: 2.6.1 through 2.6.4; **SAGE** will provide the services requested in this RFP in any and all of MCSO's jail facilities (current or future,) as requested. We will also prepare, update, and report to MCSO staff the outcomes related to clients' individualized treatment plans.

SAGE acknowledges that these services will be provided on a cost per group basis, and that groups are for a minimum of two (2) hours. (Please see Attachment A Pricing, Tab #8 for our specific fixed rate). We acknowledge that group preparation, individual counseling, and documentation time are considered inclusive of the group rate.

2.7 Usage Report: We agree to provide a quarterly usage report that delineates the activity governed by this contract. The format of this report will be approved by the County, and it will indicate the quantity and dollar amount of each contract unit provided by *SAGE*.

2.8 Facilities: We agree to utilize the workspace provided the County.

2.9 Tax: We acknowledge that no tax shall be levied against labor and that our proposed price includes any potential taxes.

2.10 Delivery: We acknowledge that it is *SAGE*'s responsibility to meet these proposed service delivery requirements, and that the County reserves the right to obtain services on the open market (with potential price differentials being charged to *SAGE*) in the event that we fail to make service delivery.

SAGE COUNSELING INC, 303 N. CENTENNIAL WAY #250, MESA, AZ 85201

PRICING SHEET S083204 / B0604593 (NIGP 95221)

Terms:	NET 30
Vendor Number:	W000001970 X
Telephone Number:	480/649-3352
Fax Number:	480/649-3358
Contact Person:	Stephen Grams
E-mail Address:	info@sagecounseling.net
Contract Period:	To cover the period ending August 31, 2009.